GARDEN CITY
COMMUNITY COLLEGE

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Meeting: Student Learning Assessment Team
Date: 9/22/23
Time: 3:00 PM
Location: JOYC 1406

Meeting called by: Chris Turpin, Chair
Attendees: Daisy Mastin, Perla Salazar, Robert Scrivner, Chris Turpin, Haley York, Seth Kristalyn (Assessment Coordinator)
Absent: Helen Weeks

Please read: Assessment portion of Program Review rough draft (see email)
Please bring: Some kind of electronic device or copies of this document.

AGENDA

Called to order: 3:01 PM

I. Minutes, Discussion
   a. Meeting minutes from 08/25/23
      i. Perla Salazar motioned to approve minutes. Motion seconded by Daisy Mastin. Motion carried 5-0
   b. Daisy Mastin will reach out to Alberto Veyza to see if he would be willing to fill Tech vacancy on SLAT roster
II. Report from Assessment Coordinator
   a. Seth Kristalyn met with Dr. Malone and provided updates regarding new plans for course assessment. Dr. Malone did not have major questions/concerns at this point.
III. Old Business
   a. Assessment Check-Ins
      i. SLAT members should review the Program Checklist spreadsheet and update if needed (e.g., personnel changes)
      ii. Begin to sign up on the spreadsheet for Check-ins
         1. **Try to get signed up by middle of next week (Sept 27)**
         2. SLAT will try to meet with each program for about 1 hour between now and April 12; try to complete about 50% of meetings by the end of the fall semester
         3. Meeting procedure: The SLAT member responsible for meeting with each program schedules a meeting with the program and sends the meeting time to all SLAT members. If possible, at least one additional SLAT member will attend

to assist. There are [sample check-in emails](#) available in Teams to use when reaching out to schedule a check-in

 iii. Goals for assessment check-ins:
  1. Use [Individual Program Meeting agenda](#) in Teams to take notes and guide the Check-ins
   a. What's working/not working for assessment in each specific program
   b. What are programs getting out of assessment/using assessment for
   c. Can we make adjustments to improve assessment
  2. Try to remember to use QR code (included in the Individual Program Meeting agenda document) to ask programs to complete end-of-meeting survey
  3. After each meeting, the SLAT member in charge of the meeting will provide a brief update at next SLAT meeting

 iv. [Master Program Info Spreadsheet](#)
  1. Can use this to track personnel changes and keep notes about programs (e.g., if programs will not be collecting assessment data in the typical format)

 b. Program (Academic) Review update
  i. If committee makes substantial working changes to academic review, they will look to SLAT for feedback
  ii. Questions on the review are open-ended which allows program faculty to decide how to use assessment to "tell the story" of their program over past 5 years
  iii. SLAT role may be to help programs craft a presentation/narrative to explain program data from an outside perspective

IV. New Business
 a. Assessment in Sharepoint
  i. Seth Kristalyn has created a page for non-academic assessment that is under construction but is an overview of changes coming
  ii. Goals are to shift assessment away from Canvas, improve ability to teach/train assessment process, be able to integrate data visualization software, increase ability to share data across programs
  iii. Please review the site and think about using a similar process for institutional assessment (and eventually program and course assessment) and share feedback in Teams

V. Adjourn
 a. Perla Salazar motioned to adjourn. Motion seconded by Scrivner.
 b. 3:38 meeting adjourned